

For: State and County Offices

FY 2003 Conservation Program Rollover and Reconciliation

Approved by: Deputy Administrator, Farm Programs



1 Performing Rollover and Reconciliation

A Background

After September 30, 2003, County Office conservation activities **cannot** be performed until FY conservation program rollover has been completed. After October 21, 2003, State conservation ledger activities **cannot** be performed until FY conservation program rollover has been completed. After rollover, but no later than December 31, 2003, County and State FY-end reconciliation must be completed.

B Purpose

This notice advises:

- County Offices to review and use the following procedures to perform county FY-end rollover:
 - CRES system, 1-CONSV, Part 12
 - CCC system, 2-CONSV, Part 12
 - county FY rollover automation items, see subparagraph 2 B

Note: 1-CONSV, subparagraph 828 G is no longer applicable since transmission is automatic. 1-CONSV, subparagraph 840 A is no longer applicable since the report is automatic.

- State Offices to review and use the following procedures to perform State FY-end rollover:
 - CRES system, 1-CONSV, Part 9
 - CCC system, 2-CONSV, Part 16.

Disposal Date	Distribution
April 1, 2004	State Offices; State Offices relay to County Offices

Notice CONSV-88

2 Action

A State Office Action

State Offices shall:

- ensure that County Offices follow instructions in subparagraph B
- address and resolve any reconciliation problems by **COB September 30, 2003**, for all applicable conservation programs, including any differences:
 - between State and County Office ledgers
 - on the Cumulative Reconciliation Report

Notes: Problems that are not resolved before rollover will likely be compounded by the rollover process. These items should be corrected before FY-end to reconcile problems and avoid substantially greater workload.

CEPD and FMD are aware of a problem in the Accounting and Conservation interface that is generating false differences on the monthly reconciliation reports. Some differences cannot be resolved by County Office action but will be corrected in a future software release.

- complete FY rollover when all County Office progress reports have been transmitted to KCFO, but **no later than October 21, 2003**
- ensure ACP-259B Report is completed no later than **December 31, 2003**, as required by 1-CONSV, paragraph 788.

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2 Action (Continued)

B County Office Action

County Offices shall for all applicable conservation programs:

- follow State Office instructions about allocation increases and decreases that may be needed to reconcile County Office ledgers with State Office ledgers before FY rollover
- address all other reconciliation problems by COB September 30, 2003, including any differences on the Cumulative Reconciliation Report

Notes: Problems that are not resolved before rollover will likely be compounded by the rollover process. These items should be corrected before FY-end to reconcile problems and avoid substantially greater workload.

Necessary corrections can be made to AD-245's and CCC-1245's with final performance recorded during FY 2003 until **March 15, 2004**. After that date, access will **only** be allowed for corrections by use of a password available from CEPD through the State Office.

- prepare for FY rollover by COB September 30, 2003, and complete FY rollover on October 1, 2003, according to established procedure
- follow **all** instructions in this notice.